



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT

OPEN

MEDICAL SUPPLY TECHNICIAN

6SNBE

State of California is an equal opportunity employer, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an OPEN examination for the SONOMA DEVELOPMENTAL CENTER
WHO SHOULD APPLY?	Candidates must meet the minimum requirements.
WHERE TO APPLY	MAIL EXAMINATION DOCUMENTS TO: SONOMA DEVELOPMENTAL CENTER Porter Administration Building Examination Unit, Room 124 15000 Arnold Drive Eldridge, CA 95431 ATTN: JUSTINA GERAGHTY <u>Faxed or emailed applications will not be accepted.</u> Do not submit applications to the California Department of Human Resources or the State Personnel Board.
POSITION LOCATION(S)	Sonoma Developmental Center
FINAL FILE DATE	Continuous Filing
SALARY RANGE	Range A \$2251.00 - \$2814.00 Range B \$2417.00 - \$3023.00
TESTING INFORMATION	The examination is a QUALIFICATIONS AND APPRAISAL INTERVIEW – Weighted 100% In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Veterans' preference will be granted in this examination.
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established and used to fill vacancies at Sonoma Developmental Center. Candidates may apply for the exam once within a 12-month period. The names of persons successful in this exam will be merged onto an eligible list in order of final score.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements listed below under “MINIMUM QUALIFICATIONS” for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application.			
MINIMUM QUALIFICATIONS	Pattern I: One year of experience in the California state service performing the duties of a Hospital Worker or Hospital Aid. Or Pattern II: Experience: Six months' experience working in a general acute hospital performing duties of a Medical Supply Technician/ Attendant.			
GENERAL INFORMATION:	<p>It is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office four weeks after the final filing date if he/she has not received a progress notice. Applications are available at the California Department of Human Resources website: www.calhr.ca.gov. If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.</p> <p>THE STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.</p> <p>GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p> <p>In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.</p> <p>RESTRICTED TRANSFER OF LIST ELIGIBILITY Transfer of list eligibility is restricted. You should take this examination ONLY if you intend to work at SDC. Transfer of list eligibility will be permitted between spot lists provided the requesting eligible can show “proof of change in residence” after the final file date of this examination. “Proof of change in residence” shall be defined as providing a copy of utility bill (e.g. gas, electric, telephone) reflecting the requesting eligible name, new address and start date of new service</p>			
	FAIRVIEW DEVELOPMENTAL CENTER 2501 Harbor Boulevard Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5246	PORTERVILLE DEVELOPMENTAL CENTER 26501 Avenue 140 Porterville, CA 93258 Public: (559) 782-2087 TDD: (559) 781-7822	SONOMA DEVELOPMENTAL CENTER 15000 Arnold Drive Eldridge, CA 95431 Public: (707) 938-6692 TDD: (707) 938-6200	CANYON SPRINGS COMMUNITY FACILITY 69-696 Ramon Rd. Cathedral City, CA 92334 Public: (760) 770-6260 TDD: (760) 770-2590

<p>DEFINTION</p>	<p>Under general supervision, to sterilize, process, and distribute medical equipment and supplies for a State institution; and to maintain acceptable standards of cleanliness and asepsis; and to do other related work.</p>
<p>TYPICAL TASKS</p>	<p>Receives and disassembles soiled medical equipment/supplies from units prior to processing; decontaminates surgical instruments and other equipment using prescribed detergents and/or disinfectants utilizing autoclaving and/or antiseptic solutions, sterilizes surgical linens, equipment, and/or supplies; assures that all trays and packs are prepared according to procedures, including date stamping and labeling; ensures that all supply orders are filled in a timely manner; maintains adequate supply of sterile items; ensures all equipment is clean and in working condition; ensures all supplies are not outdated through proper stock rotation; distributes supplies to units; performs related duties as assigned.</p>
<p>EXAMINATION SCOPE</p>	<p><u>ABILITY TO:</u></p> <ol style="list-style-type: none"> 1. Read and write English at a level required for successful job performance 2. Clean and care for medical and surgical instruments, equipment, and supplies 3. Learn decontamination and sterilization and proper aseptic techniques, stock rotation, and the organization of a medical supply department 4. Operate automatic sterilization equipment 5. Recognize surgical/medical equipment necessary to fill requisitions 6. Analyze situations accurately and take effective action 7. Take instructions and follow established procedures
<p>BACKGROUND INVESTIGATION</p>	<p>Competitors who are successful in this examination will be required to complete (prior to appointment) a background investigation document, which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.</p>